

25 MAY 1970

**MEMORANDUM FOR :** Deputy Director of Security/PTOS  
Deputy Director of Security/IOS  
Deputy Director of Security/PS  
C/Administration & Training Staff  
Chief, Security Research Staff  
Chief, Special Security Center

**SUBJECT :** Annual Report to the President's Foreign  
Intelligence Advisory Board (PFIAB)

1. The Chief, DDS Plans Staff has advised that the Annual Report to PFIAB must be submitted to the DDS by 1 July 1970. This will cover the period 1 July 1969 to 30 June 1970. Since some of the items may require coordination with other Agency components, it is requested that reports be submitted to the Executive and Planning Division by 15 June 1970.

2. This year's report should be within the same guidelines as requested last year, emphasizing again plans, trends, accomplishments, problems, gaps and deficiencies, rather than highlighting accomplishments. Significant gaps and deficiencies should be identified and reported at the end of each section. The Chief, DDS Plans Staff has also requested that particular attention be given to completeness, pertinence and statistical accuracy.

3. Attached is an outline for your guidance in preparing your reports which should be brief, but adequately reflect the developments of the past year.

4. An extract of the Office's submission to the report to PFIAB last year may be reviewed through  in Room 3F-22.

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Executive Officer

Attachment

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